

FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO

The Firemen's Annuity and Benefit Fund of Chicago (the Fund) was established in 1931 and is governed by ILCS 40, Act 5, Article 6 of the Illinois Revised Statutes. The Fund was created for the purpose of providing retirement and disability benefits for Chicago fire personnel and paramedics and serves approximately 4,735 active and 5,265 annuitant members.

DEPUTY COMPTROLLER

The Fund is seeking a Deputy Comptroller reporting to the Fund Comptroller. The Deputy Comptroller shall be responsible for the accuracy and integrity of the Fund's General Ledger and the underlying support for the activity within each account. Reporting to and working directly with the Fund's Comptroller, this position is integral in the Fund's financial reporting, audit, budgeting, and system of Internal Controls.

The Deputy Comptroller will also be familiar with the Fund's investment accounting, active member contribution accounting system, benefits structures, and basic benefit calculations. The **Deputy Comptroller** must also understand the process and underlying support for all benefits payments and the inclusion of summary postings to the General Ledger.

The summary position duties include (but are not exclusive):

- Postings to the Fund's General ledger and maintenance of all related original supporting documentation for all receipt and disbursement accounts.
- Utilizing Great Plains accounting software to maintain complete and accurate accounting records.
- Payment of vendor account payable disbursements and lump sum distributions to members as approved.
- Monitoring and monthly reconciliation of the Fund's Disbursement account.
- Responsible for Fund office employee payroll, PTO, fringe benefits, and new employee on-boarding.
- Assist the Fund's Comptroller with the preparation of annual budget and financial reporting as necessary.
- Assist the Fund's Comptroller with the preparation of annual audit and tax levy/funding requests.
- Familiarity with the structure of the Fund's Investment Portfolio and the records maintained for all asset balances and transactions.
- Act in a leadership role to coordinate and monitor Fund regulatory and statutory compliance requirements.
- Accounting support for the FABF Gift Fund.

The qualifications for the position are:

- A bachelor's degree in accounting with five (5) years or more full-time work experience in audit, investment accounting, or fund accounting (CPA preferred).
- Possess a broad understanding of general ledger accounting, payroll and GASB compliance requirements.
- Demonstrate proficiency and work experience with Microsoft Office 365 Suite.
- Good communication skills.
- Strong math and analytical skills.
- Attention to detail, organized, the ability to multi-task, and meet deadlines.
- Ability to lead projects and work as a team.

The FABF provides excellent benefits to include:

- Paid Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan with the Laborer's Annuity and Benefit Annuity Fund of Chicago
- Paid vacation, holiday, sick, and personal time.
- Opportunity for limited flexible scheduling.

The position offers a highly competitive salary which is expected to be in the range of \$90,000 - \$105,000 annually based on work experience, professional qualifications, and education.

Please send a cover letter and resume to opportunity@fabf.org. Qualifications, position specific responsibilities, and duties are subject to revision. We prefer metro Chicago candidates, but we will consider a candidate that requires relocation assistance. You may view the most up to date description of this open position, as well as additional information regarding the Fund at fabf.org.

We are an equal opportunity employer and we do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military and/or veteran status, or any other Federal, State, or municipal legally protected classes.

Physical Requirements:

Sitting for long periods of time, standing and repetitive physical activity.

Environment:

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POSITION DESCRIPTION

This description is provided as a guideline for the functions and responsibilities of a given position. Fund management has developed these descriptions to assist in determining the job level and classification of each job title. It is not intended as a formal contract and cannot by its nature include all details of the position being described. Fund management may at times find it necessary to assign tasks outside of any given job description.

As an employer, the Firemen's Annuity and Benefit Fund of Chicago has determined that the position of Deputy Comptroller is an exempt position under the parameters established under Federal Fair Labor Standards Act (FLSA).

DEPUTY COMPTROLLER

The **Deputy Comptroller** shall be responsible for the accuracy and integrity of the Fund's General Ledger and the underlying support for the activity within each account. Reporting to and working directly with the Fund's Comptroller, this position is integral in the Fund's financial reporting, Budgeting and system of Internal Controls. **The Deputy Comptroller** will also be familiar with the Fund's Investment Accounting through its Master Custodian, The Northern Trust Bank.

Familiarity with active member contribution accounting system, benefits structure and basic benefit calculations. The **Deputy Comptroller** must also understand the process and underlying support for all benefits payments and the inclusion of summary postings to the General Ledger as necessary.

The **Deputy Comptroller** shall be a degreed accountant with related experience in Financial Reporting, Budgeting and Accounts Payable. Familiarity with Microsoft Excel is a priority.

GENERAL AREAS OF RESPONSIBILITY

The **Deputy Comptroller** shall be responsible for the following areas:

1. Monthly Postings to the Fund's General ledger and maintenance of all related original supporting documentation for all receipt and disbursement accounts.
 - Record and maintain all Fund transactions in the general ledger software package and retain all required backup documentation. Prepare monthly and Quarterly reporting as required.
 - Work directly with Benefit Accountant to properly record summary entries from the Fund's monthly Benefit Payroll process.
 - Master Great Plains software and assist in the creation of all complete and accurate accounting records to be implemented into this software.
2. Payment of vendor account payable disbursements and lump sum distributions to members as approved.
 - Preparation of payments and recording of monthly expense disbursements to vendors.

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- Preparation of payments of lump sum distributions to members as approved for refunds of contributions.
 - Preparation of Tax reporting for vendors and members
 - Ensure the accurate posting of receipts and disbursements to appropriate General Ledger Accounts.
3. Monitoring and monthly reconciliation of the Fund's Disbursement account.
- Monitor all activity and supporting documentation within the Fund's Cash Disbursement account at Chase Bank. Prepare monthly Reconciliation reports and follow up on outstanding items on a timely basis.
4. Preparation and maintenance of the Fund office Payroll and Benefits data.
- Ensure that all Fund office staff are paid at determined intervals and maintain all corresponding record keeping. Maintain other ancillary payroll functions and subsidiary recordkeeping. Maintain enrollment and record keeping for Fund Office Health Care program.
5. Assist the Fund's Comptroller with the preparation of Annual Budget and Financial reporting as necessary.
- Assist the Fund Comptroller in all year end closing procedures as requested.
 - Assist external Auditors in the process of the Annual Audit. Prepare support information for Budget process as requested. Prepare monthly expenditure reporting for the Board.
 - Preparation of Department of Insurance annual reports and surveys
 - Preparation of U.S. Treasury census
 - Assist in preparation of Popular and Participant Reports
6. Familiarity with the structure of the Fund's Investment Portfolio and the records maintained for all asset balances and transactions through the Fund's Master Custodian and other External Advisors.
- Assist the Fund Comptroller with the preparation of supporting schedules for investment related account and transaction analysis upon request.
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7. Basic Familiarity of the Fund's Actuarial valuations and structure including Participant Contribution Accounting System and related benefits calculations.
- Familiarity with the Fund's system of recording member contributions and its impact upon Cash receipts, related General Ledger accounts.
 - Familiarity with basic beneficiary calculations.